

**Personnel Committee
Monday, March 21, 2016
Conference Room B, Beck Municipal Building**

Minutes

Members Present: Toni Moran (Chair), Steve Kegler, Ben Shaiken

Other Council Members Present: Paul Shapiro, Bill Ryan

Staff Present: Maria Capriola, Matt Hart

The meeting was called to order at 5:35pm.

1. PUBLIC COMMENT

None.

2. APPROVAL OF MINUTES

Kegler made the motion, seconded by Moran to approve the minutes of 1/19/16 as presented. The motion passed unanimously by members present at the time of the vote (Moran, Kegler).

3. TOBACCO FREE CAMPUS POLICY

Capriola reported on the Town Attorney's feedback to the Tobacco Free Campus policy. Kegler made the motion, seconded by Shaiken, to "endorse the Tobacco Free Campus Policy as presented and recommend its endorsement to the Town Council for execution by the Town Manager and to take effect on May 1, 2016." Motion passed unanimously.

4. STAFF REPORT/HR OPERATIONS UPDATE

Capriola and Hart provided an updated on activities related to: recruitment and retention; labor relations; employee benefits; policy development and compliance; and special projects.

5. EXECUTIVE SESSION – PERSONNEL – TOWN MANAGER PERFORMANCE

Shaiken made the motion, seconded by Kegler to enter into executive session. Motion passed unanimously. Committee members and Hart entered into executive session at 6:15pm. Committee members and Hart left executive session at 6:33pm.

Kegler made a motion, seconded by Shaiken, to adjourn at 6:34 PM. Motion passed unanimously. Meeting adjourned at 6:34pm.

Respectfully submitted,
Maria E. Capriola, M.P.A.
Assistant Town Manager, Town of Mansfield